

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES 1 * 5
2. AMENDMENT/MODIFICATION NO. <b>PR-CI-04-10226/0001</b>	3. EFFECTIVE DATE <b>04/26/04</b>	4. REQUISITION/PURCHASE REQ. NO. <b>PR-CI-04-10226</b>	5. PROJECT NO. (If applicable)
6. ISSUED BY <b>Environmental Protection Agency Contracts Management Division 26 W. Martin Luther King Drive Cincinnati, OH 45268</b>	CODE	7. ADMINISTERED BY (If other than item 6) <b>Not Applicable.</b>	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  <b>To All Offerors/Bidders.</b>		(✓)	9A. AMENDMENT OF SOLICITATION NO. <b>PR-CI-04-10226</b>
			9B. DATED (SEE ITEM 11) <b>04/07/04</b>
		✓	10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)****13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

**See information beginning on page 2**

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>CYNTHIA SCHWEIBOLD</b>	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
<hr/> <i>(Signature of person authorized to sign)</i>		<hr/> <i>(Signature of Contracting Officer)</i>	

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)  
Prescribed by GSA  
FAR (48 CFR) 52.243

**AMENDMENTS TO THE SOLICITATION**

1. Block 9 on the SF 33 form has been modified as follows:

Proposal, Date Due: **5/11/04**

Proposal Time Due: **12:00 PM, EST**

2. The Section K clause entitled "SMALL BUSINESS PROGRAM REPRESENTATIONS (FAR 52.219-1) (APR 2002)" has been modified. The text is as follows:

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is **541611**.

(2) The small business size standard is **\$6 mil**.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees. The remaining part of the clause remains unchanged.

**RESPONSES TO TECHNICAL QUESTIONS**

(1) Is the incumbent (SAIC) eligible for the award?

(A) The incumbent is not SAIC, This requirement is the result of combining Contract 68-C-98-148 (ERG) and Contract 68-C-00-157 (Consolidated Safety Services Inc.) Any small business who meets the NAICS requirement is eligible for the award.

(2) Where is the work to be performed?

(A) Most of the work will be performed in Washington, however there is a possibility that some work can be performed in other states depending on what the work assignment entails. This mostly applies to workshops.

(3) Task 1 states the contractor may be required to organize more than one conference at a time. What would the most amount of conference be at one time, and would they be at the same location?

(A) Unknown, this would depend on the program requirements.

(4) Task 5 outlines peer reviews: What is the volume, level of effort, for the peer reviews?

(A) It depends on the needs of the office not anticipated more than 25% of the contract value.

(5) Statement of Work (SOW), Page 2, Task 1, lists Note-taking as a subtask and indicates that notes or reports are to be provided “in EPA format and software compatible.”

a. Please provide an example of a report in EPA format.

(A) Examples will not be provided during the solicitation phase.

b. With what software must notes and reports be compatible?

(A) WordPerfect and PDF

c. Will any meeting transcription be required?

(A) Sometimes, it depends on the work assignment.

(6) SOW, Page 3, Task 1, indicates that the “contractor shall provide conference/meeting/workshop materials, announcements, advertisements....” Please provide examples with respect to the “advertisements” the contractor will be asked to provide.

(A) Signage displays for workshops, announcement via-internet, materials that are provide by work assignment manager.

(7) Attachment 7, Cost Proposal Instructions provides a “Level of Effort Distribution Table” that provides the Government’s estimated level of effort by Professional Level. This table indicates that the “Logistics Coordinator” is “Professional Level 2” but provides no designation for other personnel that will be needed on this project. Please provide the “Professional Level” designations for the following personnel:

a. Note-taker (Task 1 – Facilitation and Meeting Related Support)

(A) P4 or P3 depending on level of knowledge needed for the workshop

b. Graphic Artist (Task 2 – Graphics and Communications Support)

(A) P3 or P2

c. Peer Review Coordinator (Task 5 - Collection of White Papers and Policy Documents; see also Attachment 5, page 4)

(A) Will be a P4

(8). Attachment 7, Cost Proposal Instructions provides a “Level of Effort Distribution Table” that gives the Government’s estimated level of effort by Professional Level (PL), but

does not provide a breakdown by task or indicate the roles of individuals on the project.

a. Please indicate how many PL4, PL3, PL2, and PL1 hours will be needed for each of the tasks in the SOW. See below

b. Please indicate the anticipated roles of PL4, PL3, PL2, and PL1 personnel. See below

**(A) The level of effort distribution is for proposal purposes only, the actual distribution and task performed by each person will be dependent on the program needs at the time the work assignments are needed**

(9) Attachment 6, Technical Proposal Instructions, page 4, item (2), states that information for PL3 and PL4 personnel should “clearly established he [sic] individual’s education achievements, specific past experience in performing similar tasks to those anticipated under the Statement of Work.”

a. With the exception of the Project Manager, please specify on which tasks PL4 personnel will be needed.

(A) See answer to question 8.

b. Please specify on which tasks PL3 personnel will be needed.

(A) See answer to question 8.

(10) Attachment 6, Technical Proposal Instructions, page 4, item (3), Conference Coordinator, states that offerors “Must supply documentation of performing similar projects to those in the Statement of Work....” With respect to demonstrating the qualifications of the Conference Coordinator, what type of documentation needs to be submitted?

(A) offers must submit whatever documentation demonstrates the duties they will perform .

(11) With respect to SOW, Task 5, Collection of White Papers and Policy Documents:

a. Are hours for the peer reviewers included in the 6,000-hour annual base estimate?

(A) Yes

b. Are peer reviewers considered to be PL4 personnel?

(A) Yes

c. How many of the 1,000 PL4 hours are allocated for peer reviewers?

(A) Approximately 80%.

(12) With respect to Section E, Inspection and Acceptance - p. E-1 to E-2 of the RFP- Are offerors required to include quality documentation as part of the proposal submittal? If so, what quality documentation is required in the proposal?

(A) No

a. Or is a Quality Plan submission a pre-award requirement?

(A) A quality assurance project plan will be required at the work assignment level, after award.

(13) Is it EPA's intent that offerors include a Past Performance Questionnaire (with only the contract information filled out) for each contract included in the past performance section in the proposal?

(A) No, there is no need to add information to the form.

14) Is it EPA's intent that offerors send the Past Performance Questionnaire directly to performance reference contacts with each contract and those contacts complete the questionnaire and send it directly to EPA?

(A) No

a. Alternatively, do EPA staff evaluators contact the organization and individual(s) listed on the client reference forms to collect the information requested in the form?

(A) Yes, EPA will send the past performance forms.

(15) Section K, Representations, Certifications, and Other Statements of Offerors: Paragraph K.6, Small Business Program Representations, Item (2) (located on Page K-5): Should the small business size for NAICS code 541611 be \$6 million (instead of the \$5 million as stated).

(A) Yes, The size standard is \$6 million, and the correct NAICS code 541611.